

001561-0010
Ref 61-2470
RJH
SMA

21 December 1960

MEMORANDUM FOR: Deputy Director (Support)

SUBJECT : Claims for Loss of Privately Owned Property

25X1A REFERENCE : Regulation No. [REDACTED] Special Claims - Claims for Loss of Privately Owned Property

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1. [REDACTED] prescribes Agency policies, authorities, and responsibilities relative to the submission and settlement of claims for loss of, or damage to, privately owned property of Agency personnel under the special circumstances set forth therein and provides that the Deputy Director (Support) will be responsible for settling claims not exceeding \$5,000 and recommending action to the Director on claims in excess of \$5,000. All such claims must be submitted through the Agency Claims Board (Headquarters Board of Survey).

2. Over the years the practice has developed that small claims of less than \$100 for loss or damage to personal property are submitted directly to the Deputy Director (Support) by the Secretary of the Claims Board without review by the Board.

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3. In view of the small amounts involved in these cases, it is recommended that effective 1 January 1961, authority be delegated to the Chairman of the Claims Board to settle personal claims under [REDACTED] which are not in excess of \$100.

DOC	11	REV DATE	14 MAY 1961	BY	029725
ORIG COMP		OPR	38	TYPE	01
ORIG CLASS	3	PAGES	1	REV CLASS	a
JUST	22	NEXT REV	2011	AUTHI	NR 10-2

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Special Assistant to the
Deputy Director (Support)

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The recommendation in paragraph 3
is approved.

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Deputy Director (Support)

23 DEC
Date